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17 July 1958

MONETARY BRANCH OPERATING PROCEDURE #4

SUBJECT : Cash Receipts

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I. PURPOSE

This procedure is prescribed to insure the employment of adequate and proper methods in the handling, recording, and disposition of cash receipts.

II. GENERAL

Cash as used herein includes currency, coins, and checks tendered to or received by the [] as official funds in "over-the-counter" transactions.

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III. RESPONSIBILITIES

A. This paragraph prescribes the responsibilities of the Sections in the Monetary Branch concerned with cash receipts and is included to insure that the delineation of responsibility is clearly and absolutely understood. Assistance given by personnel of other than the [] has no effect on the sectional responsibility.

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B. The [] is responsible for the receipt, recording, examination, and disposition of all cash received in the Monetary Branch. This includes but is not limited to:

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1. issuance of official receipts
2. preparation of vouchers to record receipts
3. examination of cash (other than currency) and the related documentation of all receipts to determine receipt of such items is proper
4. complete preparation of checks and other negotiable instruments for deposit

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25X1 C. The [] is responsible for the deposit of all cash received which is proper for deposit. This includes but is not limited to:

1. preparation of deposit documentation,
2. the physical deposit,
3. preparation of vouchers to record deposits,
4. transmittal of checks to out-of-town banks and recording checks received in payment thereof, and
5. determining the amount received from the [] equals the sum of the drop copies extracted from the receipt machines.

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A. All checks received which are identifiable to income tax transactions will be forwarded prior to recording to the Compensation and Tax Branch for further processing.

B. All other cash receipts will be recorded immediately in General Ledger Account 101, Undeposited Receipts - Other. Recording will be accomplished thru issuance of Form No. 102. Subsidiary accounts have been established for general ledger account 101 in order to facilitate control of checks received which must be negotiated in banks out of the city of Washington,

D. C. The subsidiary accounts are identified as follows:

<u>ACCOUNT NUMBER</u>	<u>TITLE</u>
01-1010	Undeposited Receipts - Other
02-1010	Undeposited Receipts - Other - Intransit

C. The currency received may be merged with the Teller's disbursing cash. The checks received will be sorted by the

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[] as follows:

(1) Checks which are to be deposited by Fiscal Division: the [] will prepare a Collection Schedule, forward the check and Schedule to Fiscal Division and prepare a voucher to credit the undeposited receipt account and to charge the inter-division account. A copy of each schedule will be given to the [] to be used to reconcile the total of the day's receipts to the total of the checks and cash received;

(2) Checks which are to be mailed to out-of-town banks;

(3) Checks which may be deposited locally.

D. At the end of each day, the [] will prepare a voucher to record the day's receipts; the voucher will be supported by the blue copies of receipts issued during the day and need reflect only the totals of the day's receipts as the detail of each collection will be recorded through tabulating cards from the individual receipts. The voucher will reflect a total amount to be deposited (including checks to be deposited by Fiscal Division) and a total amount representing checks to be sent out for collection.

V. DISPOSITION

A. The receipt machines utilized by the Disbursing Office will remain locked at all times except when the "drop" copies are being removed; the keys to the machines will remain in the custody of the [] or his alternate will extract the "drop" copies from each machine.

B. The [] will add the amounts shown on the receipts and will receive from the [] currency, checks, and collection schedules equaling the total of the receipts; deposit slips and/or transmittal letters will be prepared to record disposition of one day's total receipts. It should be noted that once the receipts to be deposited or sent out for collection are accepted by the [] Section, it is unnecessary for them to be returned to the [] Section for any purpose and such action would be considered a weakening of internal control.

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C. All cash collections will be deposited on the work day following receipt to the extent practical and under no circumstances not less frequently than once a week; deposit in this sense includes transmittal of checks to out-of-town banks for conversion to a form which may be securely deposited. Letters of transmittal for checks forwarded to out-of-town banks for collection will be numbered to facilitate follow-up and in support of the debit entry to Account No. 02-1010. Journal entries will be prepared by the to record the transaction as of the day on which the actual physical deposit is made.

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Acting Chief, Monetary Branch

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